

TRAVEL ORDER

OFFICE TRAVEL ORDER NO.

PSO 210/53

ALLOTMENT ACCOUNT SYMBOL

#6801-00

GRADE AND SALARY

GS-11, \$9,800.00

NAME

OFFICE PHONE

TITLE

OFFICIAL STATION

Supply Officer

Washington, D. C.

You are hereby authorized to travel and incur necessary expenses in accordance with Agency Regulations.

ITINERARY

Washington, D.C. to [REDACTED] and Vicinity, and return to Washington, D.C.

PURPOSE

Coordinate Supply Activities

SPECIAL PROVISIONS (INCLUDE APPROPRIATE JUSTIFICATION)

COORDINATION, AS REQUIRED (TO BE EFFECTED BY ORIGINATING OFFICE)

☐ DD/P☐ OTHER OPERATIONAL AREAS☐ THEATER CLEARANCE (IF OBTAINABLE)

Maximum per diem allowance is authorized in accordance with Agency Regulations. Advance of funds is authorized.

ESTIMATED COST OF TRAVEL

\$70.00

TRAVEL TO BEGIN ON OR ABOUT

TERMINATING APPROXIMATELY

13 Jan. 1953

14 Jan. 1953

MODE OF TRAVEL (SPECIFY)

Commercial Plane and/or Rail

ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE AS FOLLOWS IF APPLICABLE

☐

(A) SEVEN CENTS PER MILE, NOT TO EXCEED COST BY COMMON CARRIER.

☐

(B) SEVEN CENTS PER MILE, AS BEING MORE ADVANTAGEOUS TO THE GOVERNMENT.

CERTIFICATION (BY PROCESSING BRANCH)

Certified a True Copy. Signed copy on file in Central Processing Branch. Reviewed. No change necessary. Amended as indicated.

SIGNATURE

☐

THE CHANGE OF OFFICIAL STATION INDICATED IS EFFECTED IN THE INTEREST OF THE GOVERNMENT AND NOT FOR YOUR PERSONAL CONVENIENCE. IN CONNECTION WITH CHANGE OF STATION, YOU ARE AUTHORIZED TO TRANSPORT YOUR IMMEDIATE FAMILY, YOUR HOUSEHOLD GOODS, PERSONAL EFFECTS, SUBJECT TO WEIGHT LIMITS, RESTRICTIONS AND PROVISIONS AS SET FORTH IN AGENCY REGULATIONS.

☐

TRAVEL TO FIRST POST OF DUTY ABROAD, INCLUDING EXPENSES OF TRANSPORTATION OF IMMEDIATE FAMILY, HOUSEHOLD GOODS, PERSONAL EFFECTS AND AUTOMOBILE, IS AUTHORIZED.

☐

RETURN FROM POST OF DUTY ABROAD, INCLUDING EXPENSES OF TRANSPORTATION OF IMMEDIATE FAMILY, HOUSEHOLD GOODS, PERSONAL EFFECTS AND AUTOMOBILE, IS AUTHORIZED.

☐

DEPENDENTS TO TRAVEL WITH EMPLOYEE.

☐

DEPENDENTS TO TRAVEL WITHIN ONE YEAR OF EMPLOYEE.

☐

TEMPORARY DUTY

(E)

08/02 : CIA-RDP78-03

Act. Deputy Chief of Proc. & Supply 8 Jan. 1953

(DATE)

STATINTL

REQUEST FOR ADVANCE

DATE 8 January 1953 NTL1. IT IS REQUESTED THAT CONFIDENTIAL FUNDS BE ADVANCED TO: IN THE AMOUNT OF Seventy and 00/100 DOLLARS \$70.00

2. THESE FUNDS ARE REQUIRED FOR OFFICIAL BUSINESS OF A CONFIDENTIAL NATURE AND THEIR USE WILL BE CONFINED TO THE FOLLOWING GENERAL PURPOSE:

Travel Order No. PSO 210/533. THIS ADVANCE IS WITHIN THE SCOPE OF, AND PROPERLY CHARGEABLE TO Allotment Account No. 6801-00

APPROVED PROJECT, ALLOTMENT, ETC.

4. THIS ADVANCE WILL BE ACCOUNTED FOR FULLY, IN ACCORDANCE WITH CONFIDENTIAL FUNDS REGULATIONS, AND ALL UNEXPENDED FUNDS RETURNED, IN THE FOLLOWING MANNER: (COMPLETE AND/OR INITIAL APPLICABLE STATEMENT BELOW)

(A) WITHIN 30 DAYS, ACCOUNTING AND/OR REFUND WILL BE MADE TO CHIEF, CONFIDENTIAL FUNDS.

(B) WITHIN ____ DAYS AFTER ARRIVAL AT DESTINATION ACCOUNTING AND/OR REFUND WILL BE MADE TO CONFIDENTIAL FUNDS REPRESENTATIVE AT _____

(C) A FULL ACCOUNTING WILL BE RENDERED AT THE END OF EACH MONTH UNTIL ALL FUNDS ARE ACCOUNTED FOR, SUCH ACCOUNTING WILL BE MADE TO THE CHIEF, CONFIDENTIAL FUNDS, OR TO HIS DESIGNATED REPRESENTATIVE.


STATINTL

5. APPROVED: 8 Jan. 1953

DATE

Chief, Administrative Staff

TITLE

6. I CERTIFY that this request for advance is in accordance with existing regula  by proper authority; and that funds are available in the appropriation and allotment indicated.

DATE

APPROPRIATION

ALLOTMENT

CERTIFYING OFFICER

7. RECEIVED FROM _____ \$ _____

IN THE FORM OF _____

FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACCORDANCE WITH PARAGRAPH 4 ABOVE.

DATE

SIGNATURE